



Request for Proposals

Professional Services for Statewide On-Call Traffic Engineering Studies and Design

March 30, 2016

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for Statewide On-Call Traffic Engineering Studies and Design. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template [Master IDIQ Agreement for Professional Services](#), [Task Order](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services. These services may be used on a Locally Public Agency Federal-aid project at the discretion of the NDOR and concurrence with the Nebraska Division of the Federal Highway Administration (FHWA). The selected consultants will be required to follow the [LPA Guidelines Manual for Federal-Aid Projects](#) and all applicable Federal and State requirements and procedures for the local federal-aid projects.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with [Neb. Rev. Stat. §84-712](#) et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

SCOPE OF SERVICES**1. Overview of the work:**

Consultant selected for this work will be required to provide traffic engineering studies and design on an on-call basis. Traffic engineering studies include investigations of existing urban and rural traffic operations. The study contents may include signal warrant investigations, sign inventories, roundabout investigations, intersection and crossing diagrams, accident location evaluations, traffic flow and volume studies, vehicle speed studies, microscopic simulations using various software programs, and any other studies as defined in the Institute of Transportation Engineers (ITE) Manual of Transportation Engineering Studies.

Traffic engineering design involves the use of traffic engineering to improve traffic operations and safety by the effective use of traffic control devices and design geometrics. This includes preparing design plans, specifications and any other engineering related functions.

The Consultant may assist or conduct public informational meetings and hearings with local communities, stakeholders, and state or federal agencies.

The Consultant may need to gather field data to complete the work.

2. Qualifications, Knowledge and Experience:

This work will be completed by, or under the direct supervision of, a professional engineer licensed in the State of Nebraska. Consultant shall ensure that all employees have sufficient training and experience in developing traffic engineering studies and design, including data collection and analysis.

Consultant shall have a working knowledge of and use, when applicable, the following non-exclusive list of publications:

- Manual on Uniform Traffic Control Devices (MUTCD) 2009 Edition
- Nebraska 2011 Supplement to MUTCD
(<http://www.transportation.nebraska.gov/traffeng/mutcd/ne-MUTCD-2009-duplex.pdf>)
- ITE's Manual of Transportation Engineering Studies
- ITE's Trip Generation Manual, 9th Edition
- Roadway Design Manual (<http://www.transportation.nebraska.gov/roadway-design/rw-design-man-chapters.htm>).
- A Policy on Geometric Design of Highways and Streets, 6th Edition, 2011
- Highway Capacity Manual (HCM 2010)
- Highway Safety Manual

3. Software and Equipment Requirements:

Consultant shall use the following software:

- HCS 2010 or newer
- Synchro version 8 or newer

- MicroStation version V8i or newer
- AutoTURN version 8 or newer
- Microsoft Office version 2010 or newer

The following software may be helpful, but is not required for this work:

- VISSIM
- CORSIM/TSIS
- SIDRA
- PetraPro
- SignCAD

4. Expectations for the Deliverables:

Consultant will submit all studies, and drafts of all design plans and specifications, to NDOR or LPA for review, editing and approval. Submittals will be reviewed and approved by NDOR or LPA. Consultant shall address all issues raised by NDOR's or LPA's review and make all necessary changes to the work.

The consultant shall compile and provide all data and corresponding field observations to NDOR or the LPA for review.

Public meeting materials and information shall be provided to NDOR or LPA for review before being presented to the public.

Deliverables will be submitted in hard copy or electronic form as outlined in the Task Order.

Studies, plans, data, presentation materials, and any documents created or obtained will be the property of NDOR or LPA.

DETAILS

It is anticipated that at least two (2) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed two-year contract term will have a guaranteed contract minimum value of \$500 and a maximum value of \$200,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$50,000 to \$100,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

At least four (4) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the

same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: DOR.PDAnnualCertification@nebraska.gov.

Interested consultants must currently be certified to provide NEPA services for NDOR.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: DOR.PDAnnualCertification@nebraska.gov

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

1. Qualifications (50 pts)
 - a. Project manager and key team members are qualified to perform the work categories on the project.
 - b. Consultant's knowledge of standards and procedures.
 - c. Consultant's knowledge of ITE Manual of Transportation Engineering Studies.
2. Experience and technical competence (25 pts)
 - a. Consultant has provided comparable projects they have been involved with. Consultant has limited its number of projects to ten (10) in their proposal.
 - b. Computer programs of the Consultant, i.e. Synchro, HCS, MicroStation, AutoCAD, AutoTURN, and other related programs.
 - c. Consultant has demonstrated understanding of key elements of the work.
3. Past Performance (25 pts)
 - a. Performance evaluations for the firm and the study team with NDOR.
 - b. Has the consultant met project schedule on previous projects with NDOR?
 - c. Has the consultant cooperated with NDOR staff on previous projects?
 - d. If firm has no experience with NDOR, did they provide 2 references for previous experience with other states, local governments, or appropriate clients?

Final Selection (100 pts)

1. Qualifications (50 pts)
 - a. Project manager and key team members are qualified to perform the work categories on the project.
 - b. Consultant's knowledge of standards and procedures.
 - c. Consultant's knowledge of ITE Manual of Transportation Engineering Studies. in this RFP.
2. Experience and Technical Competence (20 pts)
 - a. Consultant has provided comparable projects/studies they have been involved with. Consultant has limited its number of projects to two (2) during their interview.
 - b. Computer programs of the Consultant, i.e. Synchro, HCS, MicroStation, AutoCAD, AutoTURN, and other related programs.
 - c. Consultant has demonstrated understanding of key elements of the work
3. Past Performance (20 pts)
 - a. Performance evaluations for the firm and the study team with NDOR.
 - b. Has the consultant met project schedule on previous projects with NDOR?
 - c. Has the consultant cooperated with NDOR staff on previous projects?
 - d. If firm has no experience with NDOR, did they provide 2 references for previous experience with other states, local governments, or appropriate clients?
4. Quality of Interview (10 pts)
 - a. Consultant's interview was clear and concise.
 - b. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES

Schedule of Activities	Date	Time
RFP Posted	March 30, April 6 & 13	
Last Day Updates to RFP may be posted	April 13	5:00 PM
DR Form 497 on File at NDOR	April 20	5:00 PM
Drug-Free Workplace Policy at NDOR	April 20	5:00 PM
Proposals Due	April 20	5:00 PM
Post Short-List Consultants & Interview Schedule	April 28	5:00 PM
Interview	May 9	8am-noon
Post Final Selections	May 13	5:00 PM

IDIQ ORDERING PROCEDURES

When ordering specific on-call design services NDOR will consider each selected consultant's proposal along with any performance data on file with the NDOR. The selection of a consultant will be based upon the following criteria:

- a. Professional qualifications of the firm
- b. Specialized experience and technical competence in the type of work required
- c. Past performance of similar type of work
- d. Capacity of firm to perform the work in a timely manner

- e. To fulfill the minimum guarantee

Upon selection, NDOR will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

- a. Detailed scope of work
- b. Detailed description of deliverables
- c. Description of performance/quality measures
- d. Timeline for delivery of services

SUBMITTAL OF PROPOSALS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

One (1) hardcopy of the submittal must be sent to the following (see additional information regarding electronic PDF requirements):

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2, PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic PDF version of the consultant's proposal must be included with the hard copy submittal or it can be emailed to brad.reid@nebraska.gov prior to the

submittal deadline.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 20 minutes, followed by up to 5 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR's selection committees will conduct interviews with the short-listed consultants via telephone, video conference, or in person at the Department of Roads, Central Complex, 1500 highway 2, Lincoln, Nebraska. Consultant may contact the Consultant Services Engineer to make any special arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER